

EYES ONLY

Approved For Release 2001/06/09 : CIA-RDP79-00498A000100140003-2

DD/A Registry

76-5209

19 OCT 1976

MEMORANDUM FOR: Executive Officer to the DDA

FROM : James H. McDonald
Director of Logistics

SUBJECT : Pay Parking at Non-Headquarters Buildings

1. Please see the attached re the ADMAG memo to the DDA on parking. I have enclosed for your information a memo for Rosslyn employees giving pertinent parking information as a response to a Key Building petition against an increase in leased parking rates. Also attached is a memo containing data on shuttle and public bus transportation to Agency facilities. Neither document has ever been released from the Director of Logistics and, therefore, should be controlled.

2. The two documents provide a reasonable summary of employee transportation problems with the exception of recent events related to the Community Headquarters Building. As you are aware, there are some sensitive arrangements in existence for EOB and the old PMI Garage which GSA uses. As noted in the petition response, OMB has taken the entire matter under advisement as well as consideration of external proposals to charge for all federal parking whether government-owned or -leased.

3. We consider the parking issue to be fraught with peril as regards to employee satisfaction (i.e., there will be no way to satisfy all the employees all of the time, and this is an explosive issue because it hits the pocketbook) and recommend that the ADMAG proposal to publish the results of Agency investigations and actions in this area as counterproductive. When you have read the attached, I will be happy to discuss this further with you and Jack Blake.

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[Redacted Signature]

James H. McDonald

Atts

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Signed: James H. McDonald

James H. McDonald

Atts

EYES ONLY

19 March 1976

MEMORANDUM FOR: Deputy Director for Administration
 FROM : [REDACTED]
 Chairman, ADMAG
 SUBJECT : ADMAG Comments on Pay Parking at Non-Headquarters Buildings

1. Pay parking has historically been a source of consternation to those individuals assigned to areas where free parking is not available and as a result is a constant subject of discussion and complaint. Employees required to pay for their parking are faced with the loss of salary equivalent to one in-grade step, virtually caused by their misfortunate assignments. They continually contemplate the apparent inequity of a few employees paying for parking and the majority of employees having free parking privileges.

2. Management has not been deaf nor cold hearted about this condition and has explored the possibility of providing financial relief with negative results due to government regulations. Although the ultimate solution, reimburse the employees for parking is not legally possible, ADMAG feels there may be other possibilities that will defray expenditures and reduce out of pocket expenses.

3. ADMAG recommends the DDA take the following actions to inform the affected employees and ascertain possible non-financial assistance.

a. Publish, and re-issue periodically, the information regarding the explorations into providing financial support and the reasons why the Agency was not able to provide this type of assistance to the employees. This publication should also include other areas that have been explored or suggested and rejected, such as expanded shuttle bus service.

b. Request the Office of Logistics assistance in determining the number of potential public transportation customers according to geographical zones and if numbers warrant, bring this to the attention of public transportation companies. These companies should be encouraged to develop service to meet the demand. This service could conceivably

be additional bus runs, express service, leased
services, etc.

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WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Logistics	1 APR 1976	ky
2	EO/LSO (action)		
3	EO/OL	1 APR 1976	Q
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
ATT: DDA 76-1492			
Remarks: Mike: <p>These ADMAG notes concerning parking are self-explanatory. Mr. Blake agrees that recommendation 3a is worthwhile. I sat in on some of the ADMAG discussions, and I think their point is well taken in communicating to Agency people the problems with working out equitable parking.</p> <p>Insofar as 3b is concerned, I think it might be helpful to submit to ADMAG an explanation of how transportation services are developed and arranged.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
EO/DDA			30 Mar 76
UNCLASSIFIED	CONFIDENTIAL	SECRET	

Paper discussed
in staff meeting

25 April 1975

Response to Petition Seeking Relief
From Key Building Parking Fee Increases

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1. The petition addressed to CIA component administrative officers in Key Building, protesting the Lessor's planned parking rate increase, has been referred to the undersigned for comment. The purpose of this memo is to explain U.S. Government policy on providing cost-free parking in General Services Administration (GSA) leased buildings in the Metropolitan Washington area, to respond to specific issues concerning the Key Building, and to provide clarifying information concerning the Key Building lease.

2. The Agency's management has always been acutely aware of obvious inequities in parking facilities for our employees located in the Rosslyn area. There is a long history of unsuccessful attempts to alleviate the financial burden the Rosslyn area employees suffer as a result of parking fees. We recognize that there is little solace in knowing that other Federal employees working in the District of Columbia suffer even more serious financial burdens in that they are required to pay parking fees costing, in many cases, double that of the Rosslyn area. Although Agency management remains sympathetic and sensitive to the financial burden our Rosslyn area employees must bear in paying for commercial parking, U.S. Government policy on employee parking in leased buildings does not allow unilateral action by individual Federal agencies to provide relief in this area. Paragraph 3 below outlines the conditions under which GSA may lease parking facilities for Federal employees. We would like to reassure all employees that CIA has fully explored all the stipulated conditions and has been unable to provide the required justification that would permit GSA lease of employee parking facilities in Rosslyn.

3. U.S. GOVERNMENT POLICY ON EMPLOYEE PARKING IN LEASED BUILDINGS: GSA, being the official U.S. Government housekeeper and landlord, negotiates the lease with the Lessor. Generally, GSA does not have authority to lease parking facilities for Federal employees. However, under certain conditions and circumstances, parking may be leased by GSA in connection with the leasing of space to be assigned to Federal agencies. Some of the conditions under which parking may be leased by GSA and furnished to employees are as follows:

a. Where an analysis of alternate offers received from a prospective Lessor in response to an Invitation for Bids or a Solicitation for Offers shows that the amount of the offer, including the specified employee parking, is not greater than the offer without parking. (This was the case in the lease of the [REDACTED] Building in the [REDACTED] area and in our initial lease at 1000 North Glebe, the Broyhill Building.)

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b. Where local ordinances or zoning laws require a building to provide off-street parking for tenants and visitors to the building and such ordinances or laws require, in effect, that the cost of parking be included in the rental for the office space.

c. In April 1968, GSA, acting on the Comptroller General's favorable decision to provide (under certain circumstances) parking facilities for Federal employees, amended the Federal Property Management Regulations (FPMR)--PBS 7030.2B--which, in effect, liberalized regulations concerning parking facilities for privately owned vehicles of Federal employees. However, in March 1971, Office of Management and Budget (OMB) advised the Administrator, GSA, that, since there was no overall Executive Branch policy to guide agencies in this matter, GSA was to withhold action on agency requests for cost-free employee parking until a Government-wide policy was established. The effect of this OMB letter was to impose a general Government-wide freeze on providing parking facilities for employees of the Federal agencies.

d. Exceptions to the OMB freeze have been made only when the head of a Federal department or agency has certified that the unavailability of parking spaces for specific employees would significantly impair the operational efficiency of the Federal activity. Factors to be considered in making this determination include daily hours of employment, regular and overtime; the adequacy of public transportation during regular and overtime hours of work with respect to frequency, time in transit, and cost; the necessity for leasing parking at a location where public transportation is inadequate; the amount of on- and off-street parking available in reasonable proximity to the leased space; the cost of off-street parking and the impact the additional demand by employees will have on such parking in terms of added cost or availability; and other factors considered relevant to the particular lease situation.

e. For individuals who may be interested in pursuing a detailed review of publications relating to U.S. Government policy on employee parking, copies of GSA FPMR's and Orders on vehicle parking facilities are available in Real Estate and Construction Division, Office of Logistics, Room 936, Ames Center Building.

f. As stated in paragraph 2 above, Agency management has, on several occasions, since the OMB freeze, reviewed all the factors involved in our parking problems in Rosslyn against the

criteria established for exceptions to the OMB freeze. In again discussing this subject with senior officials in GSA on 24 April 1975, it was jointly concluded that conditions in Rosslyn would not warrant the exceptional practice of Government leased parking for employees' use. During these discussions, GSA officials advised that there were only a very few exceptions made on a nationwide basis, and a minority of these were in the Metropolitan Washington area. Specifically, there were no exceptions in Rosslyn. The bases for exceptions that have been made were either the establishment of a temporary Government commission (with employees drawn from various agencies) or, in one instance, a mandatory move of an agency component to a temporary facility, pending secondary relocation to a consolidated Government building.

4. With regard to some of the specific points raised in the petition, it should be noted that the parking areas in Rosslyn area leased buildings, except for official parking spaces which are included in the lease, are owned and under the control of the Lessor. The rates for parking in the Key Building are set by Charles E. Smith Company (CESC) and are not controlled by GSA or the Agency. A survey of GSA-leased buildings in the area discloses the following parking rates per month:

Key Building, after 1 May 1975		\$30
Ames Building	\$20 -	\$25
Magazine Building	\$22.50 -	\$30
Pomponio Plaza	\$30 -	\$35
Architect Building	\$25 -	\$30
Pomponio Plaza East	\$25 -	\$30
Commonwealth Building	\$30 -	\$35
Nash Street Building, after 1 May 1975	\$33 -	\$36
(Foreign Service)		

The smaller rates are charged for small cars and less desirable spaces. A spokesman for CESC states, "The rates for parking in the Key Building have not been increased since 1968. The cost of electricity for lighting the garage, labor for cleaning and maintaining the garage, and the real estate taxes have increased drastically."


5. The petition suggests that the Agency is the "fee collecting intermediary" in parking transactions. While it is true that administrative offices of many components provide a collecting and payment service for their employees, that service is provided as a personal convenience only and is not an official responsibility of those offices. From the standpoint of saving employee time in making parking rental payments, it is a worthwhile service but does not preclude an employee's handling his own transactions with the Lessor as many continue to do.

6.. Each of our outlying buildings has a certain number of "official parking" spaces for the use of couriers, security police, and official visitors from other buildings or agencies. These are operational requirements and are appropriately provided at Agency expense (the January 1975 renewal of leases on these official parking spaces reflected a rate increase from \$25 to \$28).

7. Since most of the questions raised in the petition concern the lease of Key Building space, the following is offered as clarification. The Agency does not directly lease space from CESC but does so through GSA. GSA, being the official U.S. Government housekeeper and landlord, negotiates the lease with the Lessor. The terms of the lease are available in the GSA Rosslyn Field Office Building Manager's office, Room 126, Architect Building, Wilson Boulevard, Arlington, Virginia; however, some of the more important provisions are cited. The present lease for the Key Building was negotiated for a period from 1 January 1975 to 31 December 1980 for 5 years at a price of \$5.49 per square foot as compared to \$4.07 per square foot under the earlier lease (an increase of 33 percent). That rate covers the rental of all office and special-purpose space occupied by the Agency, plus such items as janitor service, water, air conditioning, etc. It excludes heat and electricity which GSA provides for separately.

8. Finally, the question has been raised in the petition regarding the terms of the contract between CESC and the private (corporate) occupants of the building. This, of course, is private information and not under the purview of the Freedom of Information Act. All information on GSA contracts with CESC, as well as GSA policy on parking, is of course available to Agency employees as described in subparagraph 3e and paragraph 7 above.

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Michael J. Malanick
Director of Logistics

MEMORANDUM FOR:

SUBJECT : Bus Transportation

REFERENCE : Memo to DDA fr Chairman ADMAG, dtd 19 Mar 76; Subject:
ADMAG Comments on Pay Parking at Non-Headquarters
Buildings

1. The controversy over the cost of parking and the fairness of the system will exist as long as it is necessary to house any portion of this Agency's population outside the Headquarters Building. Even at Headquarters there are endless complaints about the fairness of parking space distribution.

2. In such crowded areas as Rosslyn where parking space is in critically short supply, it is impossible for every employee to acquire a parking space regardless of the cost. It is, therefore, necessary for some employees to utilize alternative means of transportation. Probably the most obvious alternative is Metro bus.

3. Metro's objectives are fairly simple, provide service to as many people as possible, as efficiently, and economically as possible. A great many surveys have been taken to determine where people are, where they want to go, and what time they want to get there. With this information, Metro schedules its 2500 buses where they will serve the greatest number of people. Metro is continually evaluating the effectiveness of their service with respect to the number of passengers they serve. Changes in routing are initiated in response to mass movements of the population to new residential and working areas. Several cases are pending at this time wherein areas have been found in need of additional service but buses are not currently available. When it is found that buses in other areas are being under-

SUBJECT: Bus Transportation

utilized, they will be reprogrammed for service in areas of greater need.

4. The Agency shuttle bus system was designed to facilitate travel between Agency locations for employees on official business. This system is also coordinated with the shuttle systems of other Government agencies which provide service to other locations. The Agency bus schedule is developed using criteria similar to that used by Metro. The bulk of our fleet, which consists of seven bluebird buses, four limousines, and two club wagons, is put into service where the greatest need exists, and while the remainder is used to provide less frequent service to points where less passenger traffic has been noted. As it exists at this time, service on routes one and two (Rosslyn, East, State, Executive Office Building and Pentagon) begins approximately every 40 minutes alternating at 20 minute intervals. Service to the Chamber of Commerce Building is every 30 minutes, and service to the [REDACTED] is every hour.

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5. Changes in this schedule are made as necessary to respond to changes in the Agency's distribution and needs. Such a change occurred in February of this year when the acquisition [REDACTED] created a new requirement for passenger transportation. In order to accomplish this change, it was necessary to reduce service on routes one and two. Any expansion in the service as it stands at this time will, of course, require additional funding to cover the cost of additional vehicles and drivers.

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6. While the commercial bus service is not as convenient or as timely as most of us would like, it is frequently a more desirable alternative than the high cost of parking. As previously stated, Metro is responsive to

SUBJECT: Bus transportation

requests for new service; however, any requests should be accompanied by convincing evidence that it will serve the public good and will not increase the deficit.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

FROM:

Director of Logistics
[REDACTED] Building

EXTENSION

8204

NO.

OL 6 5188

DATE

19 OCT 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D26 Headquarters

20 OCT 1976

[Handwritten initials]

2.

21 OCT 1976

[Handwritten initials]

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5.

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11.

12.

13.

14.

15.

note: I am setting up a meeting with Jim McD & you to discuss Porting.

ADMDG to include log on meeting in a month. (in two weeks) (Next meeting will discuss Directorate objectives.)

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